Pacific Gateway
A proud partner of America's Job Center of California™ network

CITY OF LONG BEACH
EMPLOYMENT OPPORTUNITY
Community Program Technician III (Grants Accounting Technician)
Full-Time/Unclassified
Workforce Development Bureau
$19.283 - $26.295 per hour
DEPARTMENT OF ECONOMIC & PROPERTY DEVELOPMENT

POSITION:

The Department of Economic & Property Development is recruiting for a Community Program Technician III to work as a Grants Accounting Technician in the Workforce Development Bureau (WDB). The WDB is grant funded to provide Employment & Training services under the Department of Labor's Workforce Innovation and Opportunity Act (WIOA). The WIOA is to improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet skills requirement of employers, and enhance productivity and competitiveness of the workforce. The WDB assists low-income Adults and Dislocated Workers in employment and/or job training leading to self-sufficiency. It provides Youth Work Experience Internships in the City of Long Beach (CLB). It improves services to Employers and Promotes Work-Based Training. Reporting to the Fiscal Officer, the Grants Accounting Technician must be detailed oriented. The primary duties are processing accounting functions for multiple grants, prepare analysis and support to Senior Accountant for the purposes of grant reporting; and provide key support to the Fiscal Unit.

EXAMPLES OF DUTIES:

- Assist Senior Accountant with financial reporting;
- Accounts Receivable, process deposit receipts;
- Process Automatic Data Processing (ADP) payroll, i.e., add/delete participants, verify timesheet work hours;
- Prepare Payroll Wire and submit to Treasury;
- Reconcile Wire, ADP & Payroll Records, prepare Journal Vouchers (JV);
- Prepare ADP Invoice analysis and reconciliations;
- Track Worker's Compensation (W/C) for ADP payroll;
- Analyze accuracy of W/C invoices, allocate W/C & W-2 expenditures to grants and assist with W/C Audit;
- Perform Cash Draws (Federal/State Wire Transfers);
- Create, submit and track Blanket Purchase Orders;
- Collect insurance policies/W-9's/submit for Approval;
- Process Imprest Checks for Supportive Services;
- Replenish ADP Wire and Imprest checking account;
- Prepare bank reconciliations;
- Invoice, track & collect sub lessees rent;
- Process refunds as necessary;
- Assist with Audits, Program & Fiscal Year End Closing;
- Performs other duties as assigned.

QUALIFICATIONS:

- A Bachelor's degree in related field is required, or, specific experience for the duties of the position may be substituted for the required education on a year for year basis;
- Previous professional experience working with the City FAMIS/ADPICS system and proficiency in Excel, or; Minimum of two (2) years of professional experience in accounting;
- Detailed financial analysis highly preferred;
- A valid California motor vehicle license.

SUCCESSFUL CANDIDATE WILL DEMONSTRATE:

- Willingness to perform complex accounting duties in a fast paced environment with deadline driven timelines;
- Ability to pay attention to detail, perform complex fiscal analysis, prepare spreadsheets with manual adjustments for reporting;
- Prepare Reconciliations;
- Ability to comprehend complex grant structures and costing methodologies;
- Demonstrate the ability to understand unique distinction between multiple grants;
- Demonstrate proficiency Microsoft Office Word & Excel;
- Excellent customer service and interpersonal skills;
- Displays good team work.

APPLICATION PROCESS:

This recruitment will close at **4:30 p.m**. (Pacific Time) on **Friday, September 2, 2016**. To be considered, please email a letter of interest and resume to the email address below. Please include "Req. #EP16-008 WDB COMMUNITY PROGRAM TECHNICIAN III" in the email subject line to:

Erick.Serrato@LongBeach.Gov

Resumes will be reviewed for depth and breadth of experience, and for level and relatedness of experience and/or education. The most qualified candidates will be invited to participate in further selection procedures. Applicants who do not meet the minimum requirements will not be considered.